



Renfrew
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SUMMER EMPLOYMENT OPPORTUNITY

#25.11 – Communications/Public Relations Assistant (1 position) Office of the CAO & Town Clerk

Description:

The Town of Renfrew invites applications for the position of Communications/Public Relations Assistant. The duties of the Communications/Public Relations Assistant include, but are not limited to, reviewing/updating the Town of Renfrew website, taking stock photos of events/landmarks/buildings and creating visual content for social media. This position will also assist with creating newsletters, social media posts, flyers and promotional material for various departments and services. The availability of this position is subject to funding approval by Town Council.

Qualifications:

- Enrolled in post-secondary education
- Communicate with co-workers and the general public verbally and in writing
- Ability to organize files with attention to detail.
- Basic proficiency in Microsoft Office (Word, Excel, Outlook)
- Ability to work independently or as part of a team.
- Experience with Canva considered an asset.
- Proficiency in social media management and digital marketing tools.

Rate of Pay/Hours of Work/Location:

- \$17.70/hour (under review)
- 25 hours/week Monday to Friday (occasional evening/weekend if required)
- The employment term for this position will be 16 weeks from May through August.
- Renfrew Town Hall – 127 Raglan Street South, Renfrew ON

***Qualified applicants are invited to submit their resume, stating:
“Town of Renfrew - #25.11 Communications/Public Relations Assistant”
by 4:00 p.m., Wednesday March 5th, 2025, to:***

Town of Renfrew, Attn: Jenn Fleming, Compensation/HR Specialist
127 Raglan Street South, Renfrew, ON K7V 1P8
EMAIL: jfleming@renfrew.ca (in MS Word or pdf format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.